



# CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

JUNE 2016

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## Performance Measures

### Police Calls and Service Times

Month	2013	2014	2015	2016	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2596	2894	2571	2673	2:11 Minutes	9 = 1:30	5 = 2:30	16 = 1:46
February	2399	2714	2422	2585	1:57 Minutes	7 = 0:52	2 = 1:06	5 = 3:55
March	3117	2885	2714	2884	1:35 Minutes	17 = 1:59	9 = 1:03	14 = 1:43
April	2931	3005	2808	2925	1:12 Minutes	19 = 1:25	7 = 0:51	15 = 1:20
May	3145	3197	2961	3089	2:03 Minutes	22 = 1:30	8 = 2:03	15 = 2:36
June	3051	3161	3059	3096	1:44 Minutes	18 = 2:59	12 = 1:00	21 = 1:14
July	3176	3515	3076					
August	2995	3280	3064					
September	3342	3129	2892					
October	3269	3158	2805					
November	3472	2763	2871					
December	2670	2551	2512					
Totals	36252	36252	33,755	17,252				
Avg Per Day	99.5 cfs	98.5 cfs	92.4 cfs	94.7 cfs				

### Crime

#### Violent Crime

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt
June 16	2	1	5	1	3
June 15	0	1	5	3	12

Diff +/-	+2	0	0	-2	-9
Diff % +/-	+200.00	0.00%	0.00%	-66.66%	-75.00%
				Monthly	Total
Violent Crime Diff +/-				-9	-42.86%

### Property Crime

Burg- Res	Burg-Com	Larceny	MV Theft	Total
13	1	56	7	89
19	6	98	6	150
-6	-5	-42	+1	-61
-31.58%	-83.33%	-42.86%	+16.67%	-40.67%
			Monthly	Total
Property Crime Diff+/-			-52	-40.31%

### Homicide - 6/6/16 @ 1201 hours, 1366 Tyler Ave.

On 6/6/16 officers responded to the 1300 block of Tyler Ave for a shooting. Upon arrival Kymici Brown (b/f/17) was discovered inside the dwelling suffering from an apparent gunshot wound. The victim was transported to AAMC where she succumbed to her injuries. Detectives investigating the incident identified Ryan Christopher Surgeon (b/m/ 4-22-97) as the shooter. He was charged with this Homicide.

### Homicide - 6/26/16 @ 1613 hours. 1414 Tyler Ave.

On 6/26/16 the victim, Shawn Crowdy (b/m/1-24-93) was sitting in the driver's seat of his vehicle when an unknown individual fired multiple shots into the vehicle striking the victim. The victim was transported to AAMC where he was pronounced by medical staff. This investigation is on-going.

### Robbery - 6/21/16 @ 0346 hours 97 Clay Street

On 6/21/16 the victim and her grandmother were sitting in their vehicle in the unit block of Clay St. when the suspect approached, displayed a handgun and announced a robbery. The victim handed over currency. Investigation revealed the suspect to be Kwame Dominique Grey (b/m/2-29-95) A warrant was obtained and the suspect was arrested.

### Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years

- FY2016 paving total – 3.16 miles

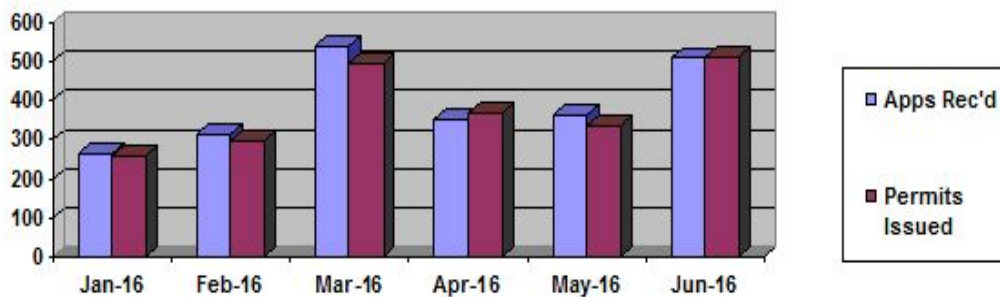
### Diversion Rate of Solid Waste from Disposal at a Landfill

- May diversion rate – 40.3%
- 12-month (June 2015 – May 2016) diversion rate – 42.0%

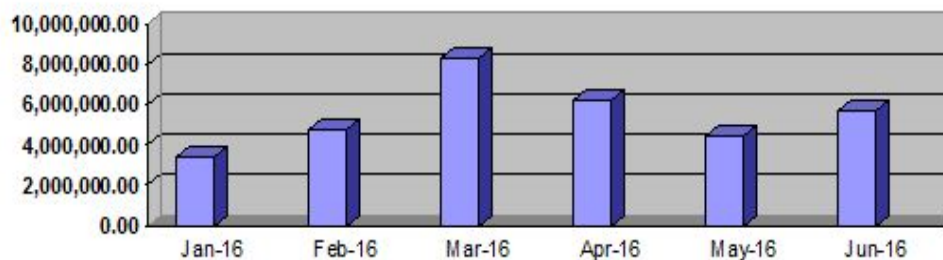
### Water Quality Testing Results

- There were no water quality issues with the June 2016 water samples.
- There were no water quality issues with water samples taken in 2015.

**Permits - 509 permit applications were received.  
510 permits were issued.**

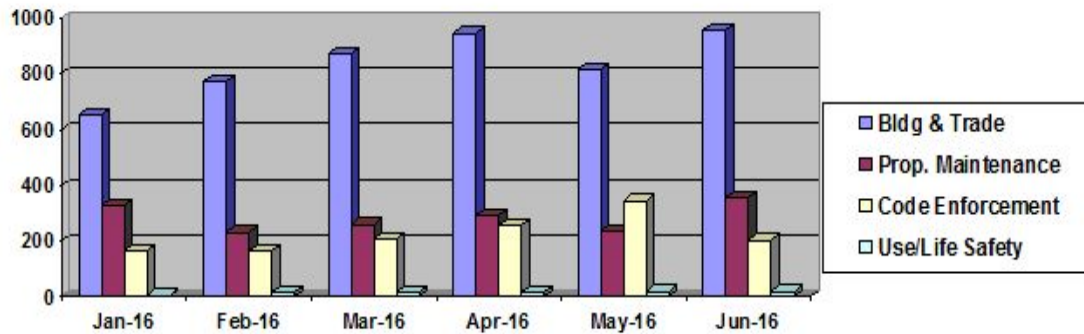


**Value of Private Construction - \$5,644,679.07**



### Private Construction Inspection Performed

958 Building and Trade Inspections  
 203 Code Enforcement Inspections  
 19 Use/Life Safety Inspections  
 357 Property Maintenance *(including 64 units at Obery Court-Phase 2)*



## Central Purchasing

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### Current Procurements

#### **RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill**

- 2 Proposals received. Award on hold.

#### **RFP 16-06 – Energy Performance Contracting**

- Awarded to Honeywell International. Contract in process.

#### **RFP 16-09 – Transit Bus Electronic Fare Box Collection System**

- 2 proposals received. Waiting for MTA concurrence of award.

#### **RFP 16-10 – Legal Services – Police and Fire Retirement Commission**

- Awarded to Morgan Lewis. Contract in process.

#### **IFB 16-15 – Unleaded Gasoline and Diesel Fuel**

- Awarded to Cato Inc. and PAPCO Inc. Contracts in process.

#### **RFP 16-20 – Truxtun Park Pool Management and Operation Services**

- 1 proposal received. Review in progress.

#### **IFB 16-22 – Davis Street End Park Reconstruction**

- Awarded to Dade Star Group. Contract in process.

#### **IFB 16-23 – Admiral Farragut Water Tank Painting**

- Awarded to Manolis Painting, Inc. Contract in process.

#### **IFB 17-05 – Chesapeake Avenue Water Main Replacement**

- Bids due 8/9. Pre-bid meeting 7/13.

#### **IFB 17-06 - Overhead Door Maintenance**

- Bids due 7/26.

## **Completed Procurements**

### **RFP 14-14 DPW Maintenance Facilities – Design/Build Services**

- Awarded to Gardiner & Gardiner. Design scheduled for 6 months (October).

### **RFP 15-12 Annapolis Renewable Energy Park**

- Awarded to BQ Energy. Lease approved. Project scheduled for Spring 2017 completion.

### **RFP 15-18 – Historic Preservation Consultants – On Call Services**

- Multiple awards. 3 Contracts in process. 11 Contracts executed.

### **RFP 15-22 – APD Firing Range Ventilation System**

- Awarded to Careys Heating and Air Conditioning. Project scheduled for October 2016 completion.

### **RFP 15-23 – Upper West Street Sector Study**

- Awarded to AECOM. Study scheduled for December 2016 completion.

### **IFB 15-27 – Second Street Pump Station Repairs**

- Awarded to JJID. Project scheduled for June 2016 completion.

### **RFP 16-03 – City Hall HVAC Replacement – Design/Build Services**

- Awarded to BPI Mechanical, Inc. Project scheduled for June 2016 completion.

### **IFB 16-05 – Wayfinding Sign Fabrication**

- Awarded to Gelberg Signs. Project scheduled for June 2016 completion.

### **RFP 16-16 – Design Services – PMRC Ball Field Renovations**

- Awarded to First Capital Engineering. Project scheduled for August 2016 completion.

### **IFB 16-17 – Modifications to Five Water Tanks**

- Awarded to Nostos SS Contractors. Project scheduled for August 2016 completion.

### **RFP 16-21 – Working Waterfront Awareness Program**

- Awarded to Vitalink. Project to be completed by February 2017.

### **RFP 16-25 – Spa Creek Restoration – Plans Review**

- Awarded to Bayland Consultants and Designers. Review to be completed in June 2016.

### **RFP 16-28 - EOC Workstation Upgrade**

- Awarded to Adaptaspace. Project scheduled for August 2016 completion.

### **IFB 17-01 – Water Treatment Chemicals**

- Multiple awards.

### **IFB 17-02 – Roadway Supplies**

- Multiple awards.

## **Pending Procurements**

### **IFB 16-24 – Admiral Farragut Stream Restoration**

- Draft in progress. Anticipated release TBD.

### **RFP 17-03 – Construction Services – Stanton Center Floor Replacement**

- Draft in progress. Anticipated release in July.

### **IFB 17-06 – Emergency Generator Maintenance**

- Draft in progress. Anticipated release in July.

## **Capital Projects**

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### **Pump Station Replacement/Rehabilitation**

Second St. PS Wetwell Rehab. – The new stairs in the wetwell have been installed. Replacement of the access hatch, wetwell door and exhaust ducts will occur in July.

### **Sewer Rehabilitation and Water Distribution**

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation (72006) – The pipe televising work ahead of the upcoming CIPP Rehabilitation work is on hold since several new segments have been identified. These segments require the locating of intermediate manholes prior to televising. Shop drawings have been submitted and are being reviewed for the CIPP work. USNA Flowmeter (72006) – Review of data for the proposed alternate approach to USNA sewage flow measurement is continuing. Buried Asset Evaluation (72006 & 71003) – The second stakeholder meeting for agreement on roles for identified asset management strategies was June 29, 2016. Review comments for the final draft of the Comprehensive Assessment Plan, the 10-year plan and software review have been returned and the as-built lookup is under development. Additional condition assessment work has been initiated. Water Meter Purchases (71003) – Radio read meters continue to be purchased and installed.

### **Water Tank Rehabilitation**

The general water tank upgrade project is nearly complete, with work on the Bembe and Janwal tanks complete and work on plant clearwells ongoing. Bids were opened for Farragut tank coatings; review of the apparent low bidder is ongoing.

### **New Water Treatment Plant (WTP)**

WTP Design/Build (D/B) – Project work and related activities this month included masonry for the chemical building and filter building; roofing; equipment installation for the floc/sed basin and filter pipe gallery; existing operator access bridge demolition and alternate access installation; drainage and finished water piping; and electrical ductbank and conduits.



## **City Dock Bulkhead Replacement, Phase 2**

Nuisance breaker tripping has been addressed through adjustment of settings on the electric panel. Final electric permit was finalized on June 30, 2016. Waiting on updated as-builts, release of liens, and maintenance bond in order to process the final pay application.

## **Landfill Gas Mitigation**

DPW has resumed negotiations with MDE on the Draft Agreement so that a clear course of action can be determined for the site mitigation. Sampling work continues for semi-annual monitoring events.

## **Stormwater Management Retrofit**

A conceptual design report has been drafted for storm drain system improvements at the eastern end of Prince George Street. The report is being reviewed and will be used to select a solution for detailed design. Stormwater issues at other locations have been identified and inspected in the field, and are being evaluated for potential solutions.

## **City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation**

The new HVAC unit for City Hall offices is installed and operational. Currently working on finishing insulation of ductwork and installation of control wiring. The new HVAC unit for the Council Chamber is installed, and the ductwork and dormer are in fabrication. The dormer and ductwork are scheduled to be installed in mid-July 2016. Completion is expected week by the end of July 2016. The new generator was installed on June 25, 2016. Electrical connections to be completed during the week ending July 15, 2016.

## **Maintenance Facilities**

Reviewed the 30% design drawings and budget with the design team on June 27. Design under review internally. Once approved, the design team is scheduled to have 60% design drawings submitted on or before September 23, 2016. Temporary trailer renovation drawings were submitted for permitting on June 16, 2016. New design for underground power has been sent back to BGE.

## **Road Resurfacing**

The 2016 Resurfacing Program continued. Work on Carver Street, Bunche Street, Belle Drive, and Forest Drive are expected to be underway. Work on a segment of Academy Street, Brooke Avenue, and Constitution Square was completed. Work is planned to start on Chinquapin Round Road and Drew Street in July so that they can be completed before school starts.

## **Main Street Reconstruction**

Preliminary design has been completed. The construction is being planned to start in January 2018, with completion in June 2018. An inventory of buildings with sprinkler system connections indicates that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000.

## **Cornhill Street Sidewalks**

The pre-application meeting was held with HPC regarding the Cornhill project. With funding now approved in the FY17 CIP, further discussion will be held with HPC, and construction drawings begun with the intention to bid in the fall of 2016.

## **Wayfinding Sign Program**

Revisions being made to package, including artwork with re-submittal anticipated in mid-June.

## **Personnel Update**

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### **New Hires**

Fire:

Firefighters (2)

DNEP:

Property Maintenance Inspector

Public Works:

Water Plant Operator IV

Mechanic (PT)

Recreation and Parks:

Dock Assistants ( 3)

Rec Temps (15)

### **Promotions/Internal Vacancies Filled**

Transportation: Bus Driver I

## **Law Office Report**

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### **Open Litigation**

Case Name	Dept	Comments
City of Annapolis v. SPAW, LLC (Municipal Infractions) A.A. District Court Case No. 3z36100886, 5z36100888	HPC	City defending appeal by SPAW, LLC to Court of Appeals re: vinyl windows @ 2 Maryland Ave.
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; Briefs and arguments pending
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
City v. Groblewski A.A. District Court Case No. CV-15-003794	AFD	Trial 6/9/16; Court entered judgment in favor of City for property damage to fire vehicle (\$4,577). CLOSED.
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision. Petitioners appealed to Court of Special Appeals; oral arguments pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; answers filed; trial postponed; new trial date pending
Cully v. COA A.A. District Court Case No. CV-15-009102 (L80-15)	PW	Trial 6/2/16; Court entered judgment in favor of City. CLOSED.
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (+77)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Carroll v. Pristoop, et al. A.A. District Court Case No. CV-15-009826	APD	Trial 6/14/16; Court entered judgment in favor of City. CLOSED.
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs/oral argument pending
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; Motions hearing occurred 4/11/16, decision pending
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931	DOT	Complaint and answer filed; discovery ongoing
Hollander – PJR A.A. Circuit Court Case No. C-02-CV-15-004109	P&Z	Complaint filed; Memorandum of Law and oral arguments pending
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-03537	APD	Complaint and Answer filed; discovery ongoing

Erie Insurance/Mutschley v. COA A.A. District Court Case No. D-07-CV-15-003349	DOT	Complaint filed; trial pending in August
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN	APD	Complaint and Answer filed; discovery ongoing
Bernstein – PJR A.A. Circuit Court Case No. C-02-CV-16-000729	DNEP	Appeal of Port Wardens' decision; Petition and response filed.
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097	APD	Appeal of Police Safety Disability & Retirement Board decision affirming HR director's decision to deny disability retirement application
Massey v. COA, et al. A.A. District Court Case No. D-07-CV-16-004580	DOT	Complaint filed alleging person injury in bus accident; trial scheduled for 7/12/16
<b>MCCR / EEOC Cases:</b>		
Thomas v. COA	APD	Claim filed; answer filed; fact-finding conference 1/28/16; decision pending
<b>Administrative Hearings:</b>		
Spriggs v. COA	PW	Hearing pending 9/19/16
Walters v. COA	R&P	Hearing 6/20/16; Civil Service Board affirmed a personnel action decision by R&P director. CLOSED.
<b>Workers' Compensation Appeals to Circuit Court:</b>		
Imhof v. COA	APD	Trial date set for 6/11/15, however, Judge Manck granted Claimant's motion to remand. Waiting on Order and will discuss further action upon receipt of same; DA will follow up with CA regarding same.
COA v. Thomas	APD	Appeal noted on Occupational Disease (OD accepted/Temporary Total Denied). Discovery ongoing; awaiting scheduling order from the court; very early stages of litigation
Wroten v. COA	APD	Appeal of Workers' Compensation Commission decision; mediation pending
<b>Union Grievances:</b>		
(none currently)		

## Adopted Legislation

Legislation adopted on 6/20/16:

- R-17-16 Emergency Meeting Memorandum of Understanding** - For the purpose of approving an Emergency Meeting Memorandum of Understanding between the City of Annapolis and Anne Arundel County Public Schools for use of certain County property in the event of an emergency.
- R-19-16 Dinner Under the Stars** - For the purpose of authorizing on-street dining in the first block of West Street on Wednesday nights from July 13 through September 21, 2016.
- R-10-16 Position Classifications and Pay Plan** - For the purpose of approving the FY 2017 position classification and pay plan effective July 1, 2016.
- R-11-16 Capital Improvement Program Fiscal Years 2017 - 2022** - For the purpose of adopting a capital improvement program for Fiscal Years 2017-2022 (July 1, 2016 - June 30, 2022).
- R-12-16 FY 2017 Fees Schedule Effective July 1, 2016** - For the purpose of specifying fees that will be charged for the use of City services for FY 2017.
- R-13-16 FY 2017 Fines Schedule Effective July 1, 2016** - For the purpose of specifying fines that will be charged for FY 2017.
- O-13-16 Annual Operating Budget: Fiscal Year 2017** - For the purposes of adopting an operating budget for the City of Annapolis for Fiscal Year 2017; appropriating funds for expenditures for Fiscal Year 2017; defraying all expenses and liabilities of the City of Annapolis and levying same for the purposes specified; specifying certain duties of the Director of Finance; and specifying a rate of interest to be charged upon overdue property taxes.
- O-14-16 Capital Budget Fiscal Year 2017** - For the purpose of adopting a capital budget for Fiscal Year 2017; and appropriating funds for expenditures for the Fiscal Year 2017 capital budget.
- O-21-16 Title 4 - Elections** - For the purpose of amending and updating Chapters 4.28 and 4.44 of the Code of the City of Annapolis concerning absentee voting and fair election practices; and matters generally relating to absentee voting and fair election practices.

## City Clerk

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### Alcoholic Beverage Control Board

#### Public Hearing

- **Mission BBQ** - New

Application for a new alcoholic beverage license Class B-2, Beer only, six a.m. to twelve midnight seven days per week (special Sunday license) with a sidewalk cafe by Janet G. Robertson for the premises known as, Mission BBQ Downtown Annapolis, LLC T/A Mission BBQ, 142 Dock Street, Annapolis, MD 21401

### **Business and Miscellaneous**

- **Baywoods Cooperative Housing** - Substitution of officer

Guy H.B. Shaffer to replace James P. Krapf, Sr.

- **We Care And Friends** - Annapolis High School Reunion

Request for a Special Class C, One Day Liquor License for the Annapolis High School Reunion event from 2:00 p.m. to 8:00 p.m. on Saturday June 11, 2016

- **Stanton Community Center** - Tiara Jones

Request for Consumption on City Property permit for private rental party from 6:00 p.m. to 11:00 p.m. on Saturday July 2, 2016

- **Annapolis Rotary** - Crab Feast

Request for a Special Class C, One Day Liquor License for the 71st Annual Annapolis Rotary Crab Feast event from 5:00 p.m. to 8:00 p.m. on Friday August 5, 2016

- **Portside Mart** - Change in Trade Name

Request for a Change in Trade Name from OWMO Management, LLC to PORTSIDE MART, LLC

- **Maritime Museum** - Summer Concert Series

Request for a Special Class C, One Day Liquor License with Consumption of Alcoholic Beverages on City Property, including live music, for the Summer Concert Series from 6:00 p.m. to 9:00 p.m. on the following Thursdays: June 16, 23 & 30 July 7, 14, 21 & 28 and August 4, 11 & 18, 2016.

- **Orphan Grain Train** - ZOOMA Race

Request for a Special Class C, One Day Liquor License for the ZOOMA Race event from 7:00 am to 12:00 p.m. on Saturday June 4, 2016

- **Bay Ridge Wine & Spirits** - Wild Turkey Tasting & Seminar

Request for a temporary extension of premises with a RV for the Wild Turkey Tasting & Seminar event from 3:00 p.m. to 8:00 p.m. on Thursday June 16, 2016

- **Maryland Theatre For The Performing Arts** - Naptown Nerdfest 2016

Request for a Special Class C, One Day Liquor License for the Naptown Nerdfest 2016 event from 10:00 am to 10:00 p.m. on Saturday June 25, 2016

- **Annapolis Design District** - Block Party

Request for a Special Class C, One Day Liquor License for the Annapolis Design District Block Party event from 5:30 pm to 8:30 p.m. on Thursday June 9, 2016

- **SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN JUNE = 30**

**CITY CLERK:**

36 – Fully Executed Contracts/Agreements  
17 - Special Event Application Reviewed  
2 - Registration Certificates for EXEMPT Peddlers Application  
5 - Solicitors Applications  
2- Draft City Council Meeting Minutes  
1- Draft Board of Supervisors of Elections Meeting Minutes  
1- Agenda Posting – Board of Supervisors of Elections  
1- Agenda Posting – City Council Work Session  
1- Maryland Municipal League Conference; Presented as a MMCA Education Trainer

**BOARD OF SUPERVISORS OF ELECTION:**

Board Proposed Legislation O-27-16 Elections Code Updates – Scheduled for 2<sup>nd</sup> reader on 7/25/16

**CITY COUNCIL ASSOCIATE:**

**Standing Committee Meetings**

Rules and City Government - Tuesday, July 12, 2016 | 4:00pm - 5:30pm  
Rules and City Government & Economic Matters (Joint Meeting) -Thursday, July 14, 2016 | 3:00pm - 5:00pm  
Public Safety Committee, Monday, July 18, 2016 | 5:00pm - 6:30pm  
Economic Matters Committee - Monday, July 18, 2016 | 6:30pm - 8:00pm  
Finance Committee - Tuesday, July 19, 2016 | 5:00pm - 6:30pm  
Housing and Human Welfare Committee - Tuesday, July 19, 2016 | 7:30pm - 8:30pm  
Environmental Matters Committee - Thursday, July 21, 2016 | 1:30pm - 3:00pm

## Public Safety Update

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**Fire Department**

**Monthly News/New Projects**

- The Department responded to 991 calls for service this month and a total of 5181 calls for 2016 with the following breakdown:
  - EMS - 736 or 75%
  - Fire – 151 or 16%
  - Service – 71 or 7%
  - Rescue – 23 or 1%
  - Hazmat –10 or 1%

## **Notable Incidents – June Highlights:**

- 6/01/16 - Suspicious Package - assist AACo and NSA Police - Explosive Services Response
- 6/02/16 - Assist AACo -Suspicious Package - Explosive Services Response
- 6/02/16 - Vehicle Accident with Rescue - Hillsmere Drive
- 6/06/16 - Shooting - Tyler Avenue
- 6/06/16 - Overturned Vessel - Severn River
- 6/07/16 - Assist AACo - Recovered Ordinance - Explosive Service Response
- 6/10/16 - Overturned Vessel - Severn River
- 6/10/16 - HazMat Response - Commerce Drive
- 6/10/16 - Water Rescue - Weems Creek
- 6/12/16 - Water Rescue - Spa Creek
- 6/13/16 - Vehicle Accident with Rescue - Forest Drive
- 6/13/16 - HazMat Response - Ridgely Avenue
- 6/15/16 - Assist AACo -Suspicious Package - Explosive Services Response
- 6/21/16 - Multiple Pedestrians Struck - Forest Drive - Serious Injuries
- 6/25/16 - Water Rescue - Severn River
- 6/27/16 - Working Dwelling Fire - Clay Street (Sprinkler Activation)

## **Other Events/Activities**

- The Department responded to 6 City heroin overdoses with no known fatality.
- The EMS Division conducted 2 citizen CPR courses.
- The Mayor and City Council proclaimed the Week of June 13<sup>th</sup> CPR/AED Week in recognition of National CPR/AED week. Our goal is to train all City employees in CPR by the end of 2016.
- The Department did a public safety message interview on WNAV radio for boat and fireworks safety.
- Completed 121 new fire safety building inspections and 37 re-inspections (includes inspections conducted by station personnel).
- Ron & Rochelle Hollander donated \$7,200 to the Annapolis Fire Department Garnett Fund and Retired K-9 care fund in honor of Rochelle's 70<sup>th</sup> birthday.
- The Fire Marshal's Staff conducted 24 Fire Permit/Plan Reviews and 36 Building Permit Reviews.
- Our personnel installed 8 smoke detectors and 1 CO alarm and conducted 25 public education events.
- Training hours completed – 2036
- ISO rating – Class 2
- The Fire & Explosive Services Unit responded to 14 Explosive Services Requests, 14 K-9 requests, 11 assist police calls, investigated 6 fires (with one arrest) and completed 9 fire safety inspections.
- On June 6, the Department started the City/County partnership by relocating a medic unit (PM-48) and staffing to the Annapolis Neck Fire Station. We also relocated our EMS supervisor to the Annapolis Neck Station. In the first month of service PM-48 responded to 123 calls for service, of which 67 were in the Eastport response area and 30 were in the Annapolis Neck area. The remaining 23 calls were in other areas of the City/County. The unit transported 88 patients and based on our average transport fee, we should net approximately \$22k in EMS transport fees.
- The Department provided EMS service for the ZOOMA Race.
- The Department provided EMS service for Eastport-A-Rockin.
- Our Fireboat Assisted the County FD with the annual Bay Bridge Swim.
- The FMO is working to get the Harbor Grill (now AYC) fire code issues resolved.
- This month's Fire Prevention Message – "Test Your Smoke Alarms".



- Chief Stokes and Deputy Chief Simmons met with The County Health Department regarding the impact of the Zika virus on Annapolis (June 27, 2016).
- Deputy Chief Remaley attended the monthly Anne Arundel County Criminal Justice Coordinating Council meeting.
- The Department conducted Confined Space Training with the USNA Fire Department.
- Crews did a walk through of the new City Water Plant that is under construction.
- Crews completed power saw training that was presented by Stihl power saws.
- Many personnel attended a one day seminar on the death of nine firefighters that occurred in Charleston South Carolina on June 18, 2007. The program was entitled "In honor of the Charleston 9: A Study of Change Following Tragedy".
- The Department placed a new 2016 Paramedic unit (PM-35) in-service for the Forest Drive Fire Station. This unit replaces a 2007 unit with 150k miles.
- The Department placed a new EMS Supervisor vehicle in-service. The new unit replaces a 2006 Ford Expedition.
- Chief Stokes attended the County Executive's Public Safety Core Group Team.
- Started a project in conjunction with other city departments to positively identify all fully sprinklered buildings on Main Street. The City will be re-bricking Main Street in the near future, and wants to put sprinkler stubs to all buildings that do not currently have sprinklers.
- The Fire Marshal's Office (FMO) held preliminary meeting for the Fall boat show.
- The FMO identified a problem with a reference in section 17.20 in the city code, which was corrected by the Law Office and the City Clerk. It was in reference to violation fines.

## **Financial Activity Report**

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of June the Department used 1271.25 hours of overtime at a cost of \$69,446.23 this represents a usage of 16.15% of our total annual budget available for overtime. Our YTD overtime expenditures are \$407,269.59 or 94.71% of our annual OT budget. We ended FY16 with a \$23K surplus in overtime.
- The increase overtime this month was due to Firefighter 1<sup>st</sup> Class training, Paramedic recertification and annual leave use.
- We currently have two (2) people on extended disability leave and three (3) firefighter vacancies.
- On 1/13/16 the Department submitted our request (\$500K) to the Federal Assistance to Firefighters Grant for fire department radios.
- The Department has submitted a \$1.8 million FEMA SAFER grant request to replace the staffing on ladder Truck 36.

## **Major Planned Actions**

- Continue with Smoke Detector outreach program.
- Participate in the Bloomsbury Square Unity Day.
- Conduct AFD Safety Survey.
- Develop Safety Program for Public Housing Residents – part of the Mayor's Initiatives.
- Participate (Fire & OEM) in the Mt. Olive AME Church Summer Camp Program.

## **Emergency Management**

## Incidents and Events

- June 3<sup>rd</sup>, 2016 – Severe Weather Outlook  
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of thunderstorms, hail and high winds expected to impact the Annapolis area.
- June 7<sup>th</sup>, 2016 – US 50 EB Lane Closure  
OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about a closure of an emergency closure of US 50 East Bound. The closure caused Rt. 50 Eastbound to back up, which caused residual traffic in the City. OEM also disseminated information through the Prepare Me Annapolis app and on social media.
- June 16<sup>th</sup>, 2016 – Flash Flood Watch  
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about flash flooding that was expected to impact the morning rush hour traffic.
- June 21<sup>st</sup>, 2016 – Severe Thunderstorms  
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of thunderstorms, hail, and high winds expected to impact the Annapolis area.
- June 23<sup>rd</sup>, 2016 – Trial of Officer Caesar Goodson  
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about the verdict of Officer Caesar Goodson in the City of Baltimore. Annapolis personnel and resources were on standby to assist Anne Arundel County, which committed personnel and equipment to the City of Baltimore.
- June 28<sup>th</sup>, 2016 – Severe Thunderstorm Watch  
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of lightning, heavy rain, and high winds expected to impact the Annapolis area.

## Planning

- On June 9<sup>th</sup>, OEM convened a conference call with Visit Annapolis and Anne Arundel County regarding a tabletop exercise in July that will test their newly implemented Emergency Action Plan.
- On June 9<sup>th</sup>, OEM met with W&P Nautical Property Management to discuss the creation of a quick response guide for the renters in buildings under their management. OEM is working with the Management group to create a full Emergency Action Plan.
- On June 13<sup>th</sup>, OEM hosted the first meeting of the Annapolis Traffic Working Group. Representatives included City Departments, City Council Members, the Mayor's Office, and a Citizen Representative.
- OEM staff attended a Weather It Together meeting of Core partners on June 16<sup>th</sup> at City Hall.
- On June 16<sup>th</sup>, OEM and Annapolis Fire Department Staff attended the Local Emergency Planning Committee and Health and Medical Committee meetings in Anne Arundel County.
- On June 27<sup>th</sup>, OEM staff met with City leadership and the Health Department to plan for enhanced coordination for potential Zika response efforts.
- On June 17<sup>th</sup>, OEM staff attended a Zika briefing with the Anne Arundel County Health Department, the City of Annapolis Mayor and City Manager as well as the County Executive to discuss Zika mitigation and response plans for both the County and City.
- On June 21<sup>st</sup>, OEM staff participated in the UASI Executives conference call.
- On June 27<sup>th</sup>, OEM met with Planning and Zoning along with procurement to discuss the contracting process for the Natural Hazard Mitigation Plan Update and the Cultural Resources addendum.
- On June 28<sup>th</sup>, OEM staff took part in a conference call with Baltimore UASI Emergency Management Committee representatives. This meeting was used to check the status of evacuation planning, and any special operations going on for each jurisdiction.

- On June 30<sup>th</sup>, OEM held an Operational Briefing for all City Departments and Partners involved in the City's Public Safety Operations for the July 4<sup>th</sup> Parade and Fireworks. OEM completed the City's Incident Action Plan for this event.
- On June 30<sup>th</sup>, OEM and Anne Arundel County personnel met with vendors to discuss the future of community notifications on Annapolis.
- OEM staff met with Smith Planning & Design on June 30<sup>th</sup> to discuss the scope of work surrounding the Natural Hazard Mitigation Plan Update.
- OEM staff has continued to edit the Annexes for the City's Emergency Operation Plan.
- OEM staff has begun to develop the Basic Plan of the City's Recovery Plan.

## **Training/Exercise**

- On June 7<sup>th</sup> and June 8<sup>th</sup>, OEM Staff assisted the Annapolis Fire Training Department with First Class Firefighter Professional Development. The Program incorporated leadership development, tactical training, public speaking, the management of personnel issues, in addition to other areas intended for those interested in improving their skill sets and becoming leaders in the Fire Department.
- On June 10<sup>th</sup>, OEM staff attended the Baltimore UASI Training and Exercise Committee meeting. This meeting outlined what each jurisdiction requested for training and exercise support for the next couple years. In the following months, the committee will meet every month to determine how training and exercise within the Baltimore UASI will be structured.
- On June 14<sup>th</sup>, OEM participated in the State's Maryland Emergency Management Assistance Compact (MEMAC) drill. Annapolis is a recent addition to MEMAC as approved by the General Assembly.
- On June 21<sup>st</sup>, OEM staff met to complete training to use the Video Teleconferencing equipment in the Emergency Operations Center.
- On June 22<sup>nd</sup>, OEM staff met to plan the 7<sup>th</sup> Annual Citywide Preparedness Exercise. All staff members were given responsibilities on what they should be doing to contribute to the planning process of the exercise.
- On June 23<sup>rd</sup>, OEM held the After Action Meeting for the St. John's College Active Shooter Exercise in the EOC. This meeting presented the things that went very well during the exercise as well as the improvements that need to be made in order to respond to certain situations more efficiently.
- On June 22<sup>nd</sup>, OEM received training on MUNIS from MIT staff.
- On June 28<sup>th</sup>, OEM staff attended a Google Drive training hosted by MIT.
- On June 1<sup>st</sup>, June 13<sup>th</sup>, and June 23<sup>rd</sup>, OEM staff conducted a Call Center Training for the new Call Center members. This training outlined Call Center Operations and Customer Service.

## **Outreach**

- OEM staff continues to update the community information presentation on the recent outbreak of the Zika Virus based on new information and guidelines. OEM is also working with local businesses and organizations to support their planning efforts and answer questions on how to prepare for Zika. On June 2<sup>nd</sup>, OEM gave a Zika Presentation to Historic Annapolis. The presentation covered an assortment of topics related to the Zika Virus and the impacts it could have locally.
- Emergency Management provided monthly updates at the Public Safety Committee meeting on June 8<sup>th</sup>.
- OEM provided testimony to the Rules Committee on June 17 regarding the recently completed MOU which supports the Continuity of Government Plan.

- OEM Staff attended the annual Maryland Emergency Management Association Conference in Ocean City from May 31<sup>st</sup>-June 3<sup>rd</sup>.
- On June 6<sup>th</sup>, OEM staff met with NextDoor's Joseph Portelli to discuss possibilities of OEM creating an account and utilizing NextDoor. OEM staff then met with APD to discuss an informal policy for the uses of NextDoor. Next steps include meeting with NextDoor and creating a profile to begin the use of the social media platform.
- On June 9<sup>th</sup>, OEM staff met with the Naval Academy Meteorologist Alex Davies to discuss partnerships between the City and the Naval Academy regarding severe weather and gave a tour of the EOC.
- On June 14<sup>th</sup>, OEM staff along with the Anne Arundel County Health Department recorded a segment to be featured on WNAV regarding Hurricane Preparedness and Zika education.
- On June 14<sup>th</sup>, OEM staff gave a presentation to roughly 12 Annapolis citizens as a part of the Annapolis Police Department Quarterly Neighborhood Safety Meeting.
- On June 30<sup>th</sup>, OEM staff worked with Anne Arundel County to prepare bags for residents in licensed facilities with information on Emergency preparedness and the resources available to them.
- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 2,570 as of April 4<sup>th</sup>, 2016.
- OEM has increased its Twitter followers to 1,097.
- OEM has increased its Facebook 'likes' to 1,707.

## Grants Management

- OEM continued to encumber funds in the FY 2014 & FY 2015 Urban Area Security Initiative (UASI) and State Homeland Security Grant Programs (SHSG) in June, as well as the FY 2015 Emergency Management Performance Grant (EMPG). All spending on FY 2014 SHSG was complete at the end of June, which was the conclusion of this grant's cycle. Please refer to the expenditures chart on the next page.

June 2016	
SHSG FY 2014 Law Enforcement	\$2,416.94
	\$3,768.65
SHSG FY 2014 Emergency Operations Center	\$33,003.00
TOTAL SHSG FY 2014	\$39,188.59
UASI FY 2014 CCTV \$5,000	\$5,000.00
UASI FY 2014 Sheltering	\$1,262.50
UASI FY 2014 HAZMAT	\$1,994.10
TOTAL UASI FY 2014	\$8,256.60
UASI FY 2015 Bomb Squad	\$1,086.98

UASI FY 2015 LETPA	\$5,062.50
	\$2,995.00
	\$3,299.00
TOTAL UASI FY 2015	\$12,443.48
SHSG FY 2015 Law Enforcement	\$4,233.00
	\$5,000.00
SHSG FY 2015 Outreach Materials	\$2,495.00
TOTAL SHSG FY 2015	\$11,728.00
<b>TOTAL June Grant Expenditures</b>	<b>\$71,616.67</b>

## Police Department

### Personnel

	Sworn	Full Civilian	Contractual Full	Contractual Part	Temporary	Exempt	Total	
Current	104	24	6	2	12	5	153	
Vacant	5	4	1	2	0	0	12	
Total Allocated	109	28	7	4	12	5	165	
Vacancies	Status	Position			Rank	Allocated	Actual	Vacant
5	Sworn	Officers			Captain	3	3	0
1	Full Civilian	Records Specialist			Lieutenant	6	6	0
2	Full Civilian	Police Dispatcher			Sergeant	12	11	-1
1	Cont. Part	CCTV Monitor			Corporal	14	14	0
1	Cont. Full	Major Crimes Invest			Off 1st Class	51	50	-1
1	Cont. Part	ALERT Grant			Officer	26	23	-3
1	Full Civilian	Analysis Supervisor		+2- Chief/Maj		114	109	-5

<b>C-Safe</b>	<b>Total</b>		<b>Victim Services</b>	<b>Total</b>
<b>Parole &amp; Probation home visits</b>			<b>Burglary reports</b>	<b>14</b>
<b>DJS home visits</b>	<b>0</b>		<b>Victim's contacted</b>	
<b>DJS school visits</b>	<b>0</b>		<b>Residential Survey</b>	<b>1</b>
<b>HEAT meetings</b>	<b>1</b>		<b>Commercial Survey</b>	
<b>Officer School Visits</b>			<b>Neighborhood Safety Training</b>	<b>1</b>
<b>Hispanic Liaison</b>	<b>Total</b>		<b>Community requests</b>	
<b>Translator Contacts</b>	<b>30</b>		<b>McGruff Appearances</b>	
<b>Victim Contacts</b>	<b>22</b>		<b>Watch Your Car</b>	<b>Total</b>
<b>Total Contacts</b>	<b>52</b>		<b>Auto Theft reports</b>	<b>4</b>
<b>Court Hours</b>	<b>12</b>		<b>Theft from Auto reports</b>	<b>9</b>
<b>School Visits</b>			<b>Vehicles Registered</b>	
<b>Officer Activity</b>	<b>Total</b>		<b>Scooters Registered</b>	
<b>Calls for Service</b>			<b>TFA Initiative Letters Sent</b>	<b>8</b>
<b>Reports</b>			<b>J.O.I.N.S.</b>	<b>Total</b>
<b>Foot Patrol Hours</b>	<b>5</b>		<b>Juveniles currently in JOINS</b>	<b>4</b>
<b>Business Checks</b>	<b>12</b>		<b>Unsupervised juveniles</b>	<b>4</b>
<b>Bank Checks</b>			<b>90 day supervision juveniles</b>	<b>0</b>
<b>Traffic Stops</b>			<b>Home visits</b>	<b>6</b>
<b>Traffic Citations</b>			<b>School visits</b>	<b>10</b>
<b>Traffic Warning</b>			<b>Juveniles arrested</b>	<b>16</b>
<b>FIR</b>			<b>Juveniles that didn't qualify</b>	<b>12</b>
<b>Warrant Attempts</b>			<b>Juveniles that qualified</b>	<b>4</b>
<b>Emergency Evaluation</b>			<b>J.O.I.N.S. Hearings</b>	<b>3</b>
<b>CDS Arrests</b>			<b>Closed J.O.I.N.S. cases</b>	<b>0</b>
<b>Warrant Arrests</b>			<b>Explorers</b>	<b>Total</b>
<b>On View Arrests</b>			<b>Current Explorers</b>	<b>15</b>

<b>Traffic Arrests</b>			<b>Interested Explorers</b>	
<b>Summons</b>			<b>Explorer Post Training days</b>	<b>10</b>
<b>Juvenile Citations</b>			<b>Community Events Attended</b>	<b>0</b>
<b>Total Arrests</b>			<b>Officer School Visits</b>	<b>12</b>

#### **JOINS:**

Officers reviewed 16 reports for the 16 juveniles arrested during this period. Of these cases, 4 juveniles met the JOINS Criteria. There are currently 4 youth in the program. There are no juveniles on 3 month Supervised Probation. 4 juveniles are on unsupervised probation. No juveniles completed the JOINS program in June. A total of 6 home visits and 10 school visits were made in June.

#### **Community Service Section attended the following meetings the month June:**

- Littman Hispanic Round Table meeting
- CAC HIS/APD Juvenile Prostitution meeting
- DJS meeting
- Kingsport Community Meeting
- Body Worn Camera implementation meeting (2)
- City Council work session about Hispanic outreach
- Neighborhood Safety meeting
- Traffic management meeting
- HEAT Meeting
- Meeting with Chief about body cameras
- Most Wanted taping
- Capital Editorial Board
- New city website planning meeting
- City Next Door coordination meeting
- Fourth of July meeting
- Papa Johns/Pedestrian Safety meeting
- Annapolis Partnership meeting
- 9/11 Heroes Run meeting
- Homeless Coalition meeting

#### **Community Service Section participated in the following events:**

- Coffee with a Cop
- Fish Camp
- Banneker Douglas Museum visit
- Maryland Ave community sale
- Summerfield Dr end of school event
- Martin State Airport Aviation Museum/ MSP Helicopter fieldtrip
- Fish Camp 06/21-24/16

- Special Olympics LE Torch Run
- Annapolis Optimist Club softball game
- Mission BBQ Police Charity night
- Kids n' Kaboodles - Chesapeake Children's Museum event

## Building Activity

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- Annapolis Harbormaster's Bldg (1 Dock St - #BLD16-0081) Permit issued 3/18/16 to replace roof.
- Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406) Permit issued 7/31/2015 for alterations and repairs. Inspections progressing.
- Annapolis Yacht Club (2 Compromise St #BLD15-0840) Permit issued 1/8/16 to stabilize building due to fire damage. Inspections progressing.
- Annapolis Yacht Club (2 Compromise St #DEM15-0043) Permit issued 1/8/16 demolish fire damage. Fire damage demo complete. This permit being kept open until building permit is issued.
- Annapolis Yacht Club (12 Dock Street – #BLD16-0026) Replace kitchen equipment - Permit issued 4/20/2016. No inspections to date.
- 15 West Street #BLD15-0584) Permit issued 12/10/15 for interior alterations for new tenant. Mechanical, electrical, plumbing work ongoing. Job is progressing.
- Chart House Restaurant (300 Second Street #BLD14-0311) Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. Job is progressing.
- Chart House Restaurant (300 Second Street #BLD14-0312) Phase II alterations. Last inspection 4/8/15. No change. Progress inspection passed 1/27/16. HVAC balance report has been received. Working on final inspection punch list.
- Chick-Fil-A (2025 Somerville Road #GRD15-0037) Grading permit issued 2/23/16 for new Chick-Fil-A restaurant.
- Chick-Fil-A (2025 Somerville Road #BLD15-0486) Permit issued 2/23/16 for new Chick Fil-A Restaurant. Job is progressing.
- City Hall (160 Duke of Gloucester Street – BLD13-0621) Permit issued 5/24/16 to add concrete pad & generator. Inspections progressing.
- City Hall (160 Duke of Gloucester Street – BLD16-0188) Permit issued 5/24/16 to replace HVAC and ductwork.
- Corner Bakery Café (2140 Forest Dr #BLD15-0772) Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16.



- Criswell Audi (1833 West Street #GRD15-0011) Permit issued 10/2/15 for grading for new commercial building. Job is continuing to progress.
- Criswell Audi (1833 West Street #BLD15-0204) Permit issued 10/2/15 for new commercial building. Passed partial framing inspection 5/4/16. Work is progressing.
- Dr. Dan Sandel Surgical Center (104 Ridgely Avenue, Suite 301 #BLD15-0080) Permit issued 7/20/15 for interior alterations. Job is progressing.
- Eastport Elementary School (420 Fifth Street #GRD15-0015) Grading permit issued 9/3/15 for addition.
- Eastport Elementary School (420 Fifth Street #BLD15-0196) Permit issued 9/3/15 for Kindergarten addition. Job is progressing.
- Evelyn's Place (24 Annapolis Street – #BLD15-0441) Permit issued 5/24/16 for tenant fit-out for new restaurant. No inspections to date.
- Georgetown East Elementary School (111 Dogwood Road #GRD15-0031) Grading permit issued 9/11/15 for addition.
- Georgetown East Elementary School (111 Dogwood Road #BLD14-0783) Permit issued 9/11/15 for Kindergarten addition. Inspections proceeding.
- Georgetown East Elementary School (111 Dogwood Road #BLD15-0602) Permit issued 12/02/15 for renovations to Administrative Offices. This work was to start after the last day of the current school year, however, no inspections to date.
- Lighthouse Bistro (202 West St #BLD15-0215) Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. More bracing and shoring has been done. Basement level is structurally complete beginning first floor construction.
- Lupita's Restaurant (1313 Forest Drive – #BLD15-0768) Permit issued 6/13/2016 to expand restaurant .
- Mission Barbecue (142 Dock Street #BLD15-0816) Permit issued for demolition, structural bracing & roofing. Job is progressing.
- Osteria (177 Main Street #BLD12-0932) Basement work is complete except for plumbing required for new grease interceptor. DNEP forwarded letter to Owner to either schedule final or renew expired permit. New architect working on revised plans. The grease interceptor has been approved and will start as soon as weather permits.
- Rocky Gorge (Aris T. Allen Blvd #GRD14-0006) Grading permit issued for new development. Progress inspection 12/31/15 failed. Site needs to be stabilized.

- Rocky Gorge (Aris T. Allen Blvd #BLD14-0252) Permit issued 6/25/14 for 1<sup>st</sup> single family dwelling in Rocky Gorge development. No inspections to date.
- Sailor Oyster Bar (196 West Street #BLD15-0744) Permit issued 01/13/16 for new restaurant. Inspections proceeding.
- Scott Brothers Liquor Store (936 Bay Ridge Road – #BLD16-0078) Expand into neighboring unit. Permit issued 4/28/2016.
- The Children's Guild (2000 Capital Drive #DEM15-0042) Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.
- Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al) Job progressing. Some permits finalized. Some townhouses are under construction. Quite a few have been finalized. Job is progressing.
- Watergate Village Apartments (700 Americana Drive #BLD15-0485) Entire building repairs due to fire damage. Permit issued 4/29/2016.
- West Annapolis Elementary School (210 Annapolis Street #BLD14-0293) Permit issued 12/12/14 for addition and alterations.
- West Annapolis Elementary School (210 Annapolis Street #GRD14-0016) Permit issued 12/12/14 for grading for addition. 95% stabilized.
- 400 & 406 Chesapeake Ave (#DEM15-0028) Permit issued 3/18/16, Demolition complete.
- 400 & 406 Chesapeake Ave (#GRD15-0042) Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspections being done.
- 400 & 406 Chesapeake Ave (#BLD15-0557) Permit issued 3/18/16 for new building. Job is progressing.
- 110 Compromise Street (Old Fawcett's Building- #DEM16-0028) Permit issued for interior demolition.
- 122 Main Street (GRD15-0035) Grading for new commercial building – Permit issued 2/12/2016.
- 122 Main Street (BLD15-0395) Permit issued 2/12/16 for new commercial building. Inspections are progressing.
- 1401 Forest Drive (#BLD15-0552) – New Car Wash Permit issued 12/10/15. Footing inspections passed 1/14/16. Job is progressing.
- 1023 Spa Rd (Formerly Annapolis Radiator – DEM16-0007) Permit issued 3/18/16 to demolish existing building.
- 1023 Spa Rd (Formerly Annapolis Radiator – GRD14-0023) Grading permit issued 3/18/16 to remove unusable fill. Progress inspections being done.

- 1801 West Street, #104 (#BLD15-0608) Permit issued 11/10/15 for alterations for new auto repair shop. Job is progressing.
- 505 Oaklawn Avenue (#GRD13-0019) Permit issued for 3/13/14 for grading associated with subdivision. Job is progressing.
- Various locations throughout the City (#BLD15-0632) Permit issued 10/9/15 to install 11 bus shelters.

## Planning Activity

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### Comprehensive Planning

- June: Worked to finalize PALS projects for Fall 2016 and began working on Summer project
- June 6: Attended AACO. MIIF study public meeting
- June 14-17: Coordinated Working Waterfronts stakeholder interviews
- Closed survey period for Eastport Traffic Study
- Sent out bids for traffic impact studies for Monarch Academy and St. Mary's School
- Reviewed technical memorandum for Upper West Street Sector Study

### Current Planning

#### Monthly News/New Projects:

- Site Design Plan Review (SDP2016-027) for Kingsport Community Association, to construct kayak and canoe racks within the 100-foot Non-BEA Critical Area Buffer, located at Childs Point Rd.,
- Site Design Plan Review (SDP2016-031) for the City of Annapolis, for consistency report to make improvements to the Spa Creek headwaters, located at Spa Creek,
- Administrative Adjustment (ADJ2016-011) for Susan Schneider, to construct a wrap around front porch within the side yard setback, located at 523 Burnside St.,
- Special Exception (SE2016-005) for Lowes Annapolis Hotel, to amend the existing special exception to allow for live entertainment and music to be performed in certain areas of the hotel, both indoors and outdoors, located at 126 West St.,
- Site Design Plan Review (SDP2016-028) & Administrative Adjustment (ADJ2016-007) for 14 Severn Ave., LLC., to replace the existing deemed-conforming two-family dwelling with a new two-family dwelling in excess of 3,250 sq.ft, and also to adjust the side yard setback (14 inch reduction), located at 14 & 16 Severn Ave.,
- Subdivision (SUB2016-005) for 14 Severn Ave., LLC., to adjust the common property line between lots 231NE and 231NW to create equal sized lots, located at 14 & 16 Severn Ave.,
- Site Design Plan Review (SDP2016-032) for Bozzuto Homes Inc., to develop a 31,852 sq.ft., 4-story condominium building (24 residential dwelling units), to include 2,892 sq.ft. of retail on the ground floor, located at 141 West St.,

#### Major Planned Actions:

- Planning Commission, July 7, 2016:

#### Public Hearings and Deliberations:

1. SDP2016-028 – Site Design Plan Review Application by 14 Severn Ave., LLC, for the proposed replacement of the existing deemed-conforming two-family dwelling located in the WME district. The new two-family dwelling has a total floor area exceeding 3,250 sq.ft., located at 14 & 16 Severn Ave.,

- Board of Appeals, July 5, 2016:

#### Public Hearings and Deliberations:

1. SE2016-005 – Special Exception by Lowes Annapolis Hotel Corporation, to amend the existing special exception approval in order to allow live entertainment and music to be performed in certain areas of the Hotel, both indoors and outdoors, located at 126 West St.

## Community Development

### Community Development Block Grant

- Completed and mailed the award letters for the FY2017 CDBG entitlement funds to the organizations approved for funding by the City Council.
- Completed CDBG subrecipient grant agreements.
- Staff performed other routine CDBG administrative tasks, such as processing payments to subrecipients, completing draw downs from HUD, overseeing the city's housing rehabilitation program, submitted reports, followed up on projects and uploaded accomplishments data into IDIS

### Homeless

- Attended Homeless Coalition Board Meeting.
- Started draft of \$500,000 Community Legacy Application for the Light House Bistro project at 206 West St.

### MPDU Program

- A new MPDU just went on the market. It is 1001 Tyler Ave., \$286,500, 3 bedrooms, 2.5 bathrooms 1,790 square feet.
- Updated MDPU web page

### Miscellaneous

- Fair Housing MOU executed
- Worked with ACDS and AACHC to provide technical assistance to HACA on the Newtowne 20 Redevelopment
- Continued work on repairing Old Fourth Ward Kiosk. One panel of three has faded and needs to be replaced. Completed procurement and now working with Signcraft and Fossil to complete and install the panel.
- Completed Community Legacy Reports for Bowman Building Project on Clay Street.

- Continued work and selection of Community Grants
- Attended HAND Annual Mtg.
- Attended HACA meeting

### Major Planned Actions

- Update Community Development Division web page.
- Update all HUD required plans Fair Housing, Displacement, Relocation, and Citizen Participation Plans.
- Repair the “Old Fourth Ward” kiosk.

### Historic Preservation

Administrative approvals issued - 15

Total estimated costs of approved applications - \$52,862.00

Private - \$52,862.00

Public - \$0

Public Hearing approvals issued - 2

Total estimated costs of approved applications - \$22,000.00

Private - \$22,000.00

Public - \$0

Account Name	Allocated	Expended	Current Balance
Annapolis in Bloom	\$20,000.00	\$20,000.00	\$0.00
Arts & Entertainment Dist.	\$15,000.00	\$3,750.00	\$11,250.00
Heritage Commission	\$5,000.00	\$5,000.00	\$0.00
Annapolis Partnership	\$50,000.00	\$36,731.35	\$0.00
Annapolis Lndmrk. 50 <sup>th</sup> Anniv.	\$35,000.00	\$16,721.15	\$15,942.61
HPC Consultants	\$15,000.00	\$15,000.00	\$0.00
Cultural Landscape Survey	\$100,000.00	\$64,493.00	\$14,775.28
DNR Grant	\$46,388.00	\$46,376.99	\$0.00

### Economic Development

- Assisted 38 businesses to connect them with potential loans/investors, no-cost consulting, to locate space, and to resolve permitting and signage issues
- Wrote 20+ pages of text for the new Annapolis Economic Development Website and submitted to web designer for development
- Participated in 53 meetings and events with city departments and business support organizations to:
  - Assist in aligning the Annapolis Partnership's mission, bylaws and committees to best optimize impact to the City in the near-term, as well as reflect long-term goals
  - Continue to research and provide support data for the Itinerant Merchants legislation, including associated fees
  - Update Use & Occupancy Permit fees to enable small businesses to compete on an even playing field with larger businesses
  - Structured and began implementing a Business Recognition Program
  - Coordinate to better align business development, events and marketing strategies with AAEDC, AAACCC, Maryland Department of Commerce, Maryland Main Street Program, Maryland Arts Council, Anne Arundel Workforce Development, SCORE/SBDC, VAAAC and other leaders from all of the City's business districts
  - Speak at AAACCC Economic Development Committee Meeting with Bob Hannon to update them on ED activities in the City and County
  - Attend workshops to ensure that the City's businesses and organizations have access to the most updated opportunities (New Federal Overtime Regulations, State Arts Council's Master Planning for A&E Districts, VAAAC Marketing Resources & Tools)
  - Assist with shepherding (including reviewing/editing reports, conference calls, meetings, etc.) six studies/initiatives underway, each of which has economic development impacts
    - BEACON Market Assessment Study re: Crystal Spring
    - Historic and Cultural Heritage Assessment
    - Sea Level Rise (SLR) & Economics of Hazard Mitigation
    - West Street Sector Study
    - PAL Citywide Economic/Land Use Inventory/Analysis (meetings with UMD to finalize Study scopes)
    - Working Waterfronts Maritime Marketing (parts of this and others will offer pieces of data before doing a full Comprehensive Maritime Economic & Zoning Study)

## Recreation and Boating

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### Recreation

- Completed the School Age Child Care Program - Latchkey at 8 child care sites - averaged 186 participants per day throughout the school year.
- Perfect State of Maryland Department of Education Office of Child Care Inspection at Annapolis Elementary Child Care Program on June 8th.
- 370 children registered in summer camps - Truxtun Park Day Camp, Kids Camp, Recreation and Enrichment Camps and Splash Camps.
- Held the Maryland Safe Boating Class – 24 participants this season.

- 10th Annual Truxtun Youth Triathlon was held on June 19th – 150 kids participated in the swimming, running, bicycling event.
- Opened the Truxtun Park Pool full time for the 2016 season on June 18th. Camps, swim lessons and Swim programs have begun.
- Men's Summer Basketball League began in June. This year's league features 14 teams.
- Stanton Center's Hook a Kid on Golf program ended with an event at Eisenhower Golf Club including a cookout on June 23rd.
- Friends of the Stanton Center Youth Programs provided 32 summer camp scholarships for the Stanton Center Extended Day Summer Camp.

## **Parks**

- Parks staff has re-striped the parking lots at the Truxtun Pool, Truxtun Tennis Courts, Pip Moyer Recreation Center and Waterworks Park.
- A contractor has been selected to begin improvements at Davis Park. The improvements will include removal of impervious surfacing and adding more green space and landscaping.
- Two memorial trees were planted this month. One in Truxtun Park and the other on Poplar Trail.
- A memorial bench has been purchased and will be installed in Davis Park when the renovation is completed.
- Art in Public Places Commission (AIPPC) summer concert series has seen large crowds. The concerts continue through early September.
- The AIPPC was awarded a \$5000 grant from the Maryland Arts Council for artwork in the small public space in front of the Fleet Reserve. The Commission is currently working on standards for the RFP.

## **Harbormaster**

- Received approval of a Maryland Department of Natural Resources (DNR) Boating Infrastructure Grant for \$99,000. The grant will allow for replacement of a portion of decking at City Dock and allow for repairs to several floating dinghy docks at street end parks.
- Received grant reimbursement for expenses related to the Pump Out Boat. This grant through DNR covers expenses incurred by providing pump out services through the Harbormaster's Pump Out Boat.
- In coordination with the 4th of July Committee, made arrangements with the Coast Guard, DNR and the Navy for the 4th of July Fireworks.
- Finished FY2016 with revenue approximately \$70,000 higher than FY2015 (8% increase).

## **Transportation**

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### **Activity Report**

### **Transit Operations**

### **Fiscal Years 2016 & 2015 Transit Ridership**

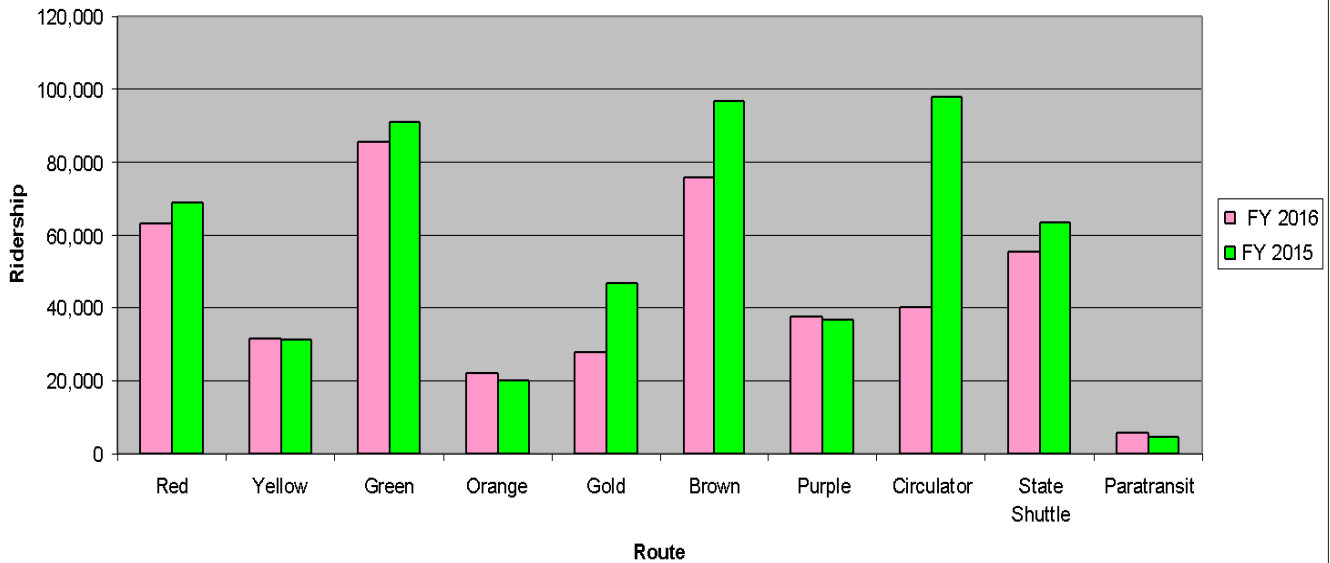
Overall, there was 20.12% reduction in ridership in FY 2016 compared to FY 2015 (Table 1 and Figure 1). Ridership reductions were significant on the Gold (-40.27%), Brown (-21.52%) and the Circulator (-58.73%). These are the routes that were affected by significant service reduction in both frequency and span of service (33% to over 50%), and/or a fare increase (100%) in FY 2015. The fare increase was for the Circulator route only.

**Table 1 FY 2016 & FY 2015 Ridership Compared**

Route	FY 2016	FY 2015	% Change
Red	63,057	68,992	-8.60%
Yellow	31,612	30,950	2.14%
Green	85,364	90,938	-6.13%
Orange	21,952	19,984	9.85%
Gold	27,810	46,562	-40.27%
Brown	75,902	96,715	-21.52%
Purple	37,534	36,561	2.66%
Circulator	40,347	97,764	-58.73%
State Shuttle	55,394	63,462	-12.71%
Paratransit	5,663	4,715	20.11%
<b>Total</b>	<b>444,635</b>	<b>556,643</b>	<b>-20.12%</b>



Figure 1. Comparison of FY 2016 & FY 2015 Transit Ridership



### Fiscal Years 2016 & 2015 Transit Fare Revenue

Excluding revenue from the agreement with State for state employees who ride the State Shuttle, fare revenue in FY 2016 was down by 5.47% (Table 2). The Circulator was free until about the middle of FY 2015 when the fare was increased to \$1.00.

However, including this revenue for state employees brings total fare revenue to \$787,315 in FY 2016, an increase of 1.25% over FY 2015. There was a 17.78% increase in revenue from state employees through the agreement in FY 2016 compared to FY 2015.

Table 2 FY 2016 & FY 2015 Fare Revenue Compared\*

Route	FY 2016	FY 2015	% Change
Red	\$90,676	\$100,309	-9.60%
Yellow	\$22,191	\$19,116	16.09%
Green	\$124,029	\$130,508	-4.96%
Orange	\$30,634	\$32,095	-4.55%
Gold	\$37,315	\$55,742	-33.06%
Brown	\$114,853	\$133,309	-13.84%
Purple	\$37,918	\$38,709	-2.04%
Circulator	\$40,586	\$21,324	90.33%
State Shuttle*	\$14,426	\$14,106	2.27%

Paratransit	\$9,687	\$7,339	31.99%
<b>Total</b>	<b>522,315</b>	<b>552,557</b>	<b>-5.47%</b>

*\*Excludes fares from State employees through Agreement with State*

## Monthly Ridership and Revenue

Tables 3 & 4 contain the June monthly ridership and fare revenue by route. Total ridership in June 2016 was 31,166, down by 23.46% compared to June 2015 (Table 2). This continues the trend of system-wide monthly reductions in ridership since the implementation of service reductions in November 2014. It should also be noted that ridership tends to drop during summer months when schools are out and attendance is down.

Table 3 June 2016 Unlinked Passenger Trips

Route	June 2016	June 2015	% Change
Red	4,825	6,053	-20.29%
Yellow	2,471	2,836	-12.87%
Green	6,186	7,493	-17.44%
Orange	1,371	2,091	-34.43%
Gold	1,940	2,231	-13.04%
Brown	5,870	7,475	-21.47%
Purple	2,845	3,045	-6.57%
Circulator	2,438	4,407	-44.68%
State Shuttle	2,692	4,671	-42.37%
Paratransit	528	414	27.54%
<b>Total</b>	<b>31,166</b>	<b>40,716</b>	<b>-23.46%</b>

Table 4 June 2016 Farebox Revenue

Route	June 2016	June 2015	% Change
Red	\$7,833	\$8,346	-6.15%
Yellow	\$1,340	\$1,577	-15.03%
Green	\$10,031	\$12,186	-17.68%
Orange	\$2,194	\$2,925	-24.99%
Gold	\$2,190	\$2,497	-12.29%
Brown	\$8,860	\$10,180	-12.97%
Purple	\$2,785	\$2,127	30.94%

Circulator	\$2,963	\$3,684	-19.57%
State Shuttle**	\$427	\$927	-53.94%
Paratransit	\$706	\$546	29.30%
<b>Total</b>	<b>\$39,329</b>	<b>\$44,995</b>	<b>-12.59%</b>

**\*\*Excludes fares from State employees**

## Service Hours

June 2016: 4,960 service hours

FY 2016: 58,770.5 service hours compared to 59,028 service hours in FY 2015

## Parking

Data not available at the time of preparing the report.

## Overtime and Leave (sick, vacation personal) Hours

Overtime is mainly a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period June 2, 2016 through June 28, 2016.

**Table 5 Summary of Overtime and Leave Hours – June 2-28, 2016**

Division	Overtime	Leave (sick, vacation and personal, etc)
Parking Enforcement Officers & Parking Meter Technicians	1 hour	20 hours
Transit Vehicle Operations – Bus Operators only	345 hours	786 hours
Transit Supervision	37.5 hours	8 hours
Vehicle Maintenance	6.5 hours	80 hours